

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/13/2019		2. CONTRACT NO. (If any) EP-C-16-008		6. SHIP TO:	
3. ORDER NO. 68HERC19F0141		4. REQUISITION/REFERENCE NO. PR-OW-19-00335		a. NAME OF CONSIGNEE AWPB-MB	
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US EPA-OW-OWOW-AWPD-MB 1200 PENNSYLVANIA AVE., NW MC-4503-T	
				c. CITY WASHINGTON	e. ZIP CODE 20460
7. TO: William J Arnold				f. SHIP VIA	
a. NAME OF CONTRACTOR GREAT LAKES ENVIRONMENTAL CENTER, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 739 HASTINGS STREET				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY TRAVERSE CITY		e. STATE MI	f. ZIP CODE 496863458	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE AWPD-MB	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2022	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 800884181 TOCOR: Hugh Sullivan Max Expire Date: 09/30/2022 Invoice Approver: Hugh Sullivan Alt Invoice App: Danielle Grunzke  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$920,000.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						(b)(4)
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

06/13/2019

ELECTRONIC SIGNATURE

23. NAME (Typed)

Nicholas Bisher

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/13/2019	CONTRACT NO. EP-C-16-008	ORDER NO. 68HERC19F0141
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 02/01/2020 to 09/30/2022  ***Option Form 347, Box 11. Business Classification should indicate that Great Lakes Environmental Center is a "small" business. However, it is marked as "other than small" business due to a system error.***					
0001	BASE EFFORT: Task Order Ceiling and Funding: Provide services in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020: Sediment Chemistry, Grain Size and Total Organic Carbon (TOC) Analysis."  Accounting Info: 19-E1-87FM-000B06XP1-4183-1987ME9008-0 01 BFY: 19 Fund: E1 Budget Org: 87FM Program (PRC): 000B06XP1 Budget (BOC): 4183 DCN - Line ID: 1987ME9008-001 Funding Flag: Complete Funded: (b)(4)				(b)(4)	
0002	BASE EFFORT: Sample Quantity in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020: Sediment Chemistry, Grain Size and Total Organic Carbon (TOC) Analysis."  (b)(4) (Not Separately Priced)	(b)(4)			(b)(4)	
0003	OPTION A Optional Samples: in accordance Continued ...				(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					(b)(4)	



PAGE NO

DATE OF ORDER  
06/13/2019

EP-C-16-008

68HERC19F0141

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

**OPTIONAL FORM 348** (Rev. 4/2006)  
Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
06/13/2019	EP-C-16-008	68HERC19F0141

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Assessment 2020: Sediment Chemistry, Grain Size and Total Organic Carbon (TOC) Analysis."					
	(b)(4)					
	(b)(4)					
	(Option Line Item) 09/30/2022 (Not Separately Priced)					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SECTION F - Deliveries or Performance.....	6
F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE .....	6
SECTION G - Contract Administration Data .....	7
G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES .....	7
SECTION J - List of Documents, Exhibits and Other Attachments.....	8

## **SECTION F - Deliveries or Performance**

### **F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this contract shall be from 2/1/20120 through 9/30/2022 inclusive of all required reports.

## **SECTION G - Contract Administration Data**

### **G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order Contracting Officer's Representatives (TOCORs) for this contract are as follows:

Hugh Sullivan, 202-564-1763, [sullivan.hugh@epa.gov](mailto:sullivan.hugh@epa.gov)

Danielle Grunzke, 202-566-2876, [Grunzke.danielle@epa.gov](mailto:Grunzke.danielle@epa.gov)

Contracting Officials responsible for administering this contract are as follows:

Nicholas Bisher, 513-487-2652, [bisher.nicholas@epa.gov](mailto:bisher.nicholas@epa.gov)



## **SECTION J - List of Documents, Exhibits and Other Attachments**

<b>Attachment Number</b>	<b>Title</b>	<b>Date</b>
1	Attachment 1 – Performance Work Statement	3/12/2019
2	Attachment 2 – GLEC Points of Contact	3/12/2019

**Performance Work Statement (PWS)**  
**Technical Support for National Aquatic Resource Surveys (NARS 2)**  
***Task Order #TBD***

**TITLE: National Coastal Condition Assessment 2020: Sediment Chemistry, Grain Size and Total Organic Carbon (TOC) Analysis**

**A. EPA PERSONNEL**

**Task Order Contracting Officer Representative (TOCOR):**

Name: **Hugh Sullivan**  
Office: EPA/OW/OWOW/WRAPD/MAB  
Address: 1200 Pennsylvania Ave, NW MC: 4503T  
Telephone: 202 564-1763  
E-mail: Sullivan.hugh@epa.gov

**Alternate Task Order Contracting Officer Representative (Alt TOCOR):**

Name: **Danielle Grunzke**  
Office: EPA/OW/OWOW/WRAPD/MAB  
Address: 1200 Pennsylvania Ave, NW MC: 4503T  
Telephone: 202-566-2876  
E-mail: Grunzke.danielle@epa.gov

**B. ESTIMATED PERIOD OF PERFORMANCE**

February 1, 2020 through September 30, 2022

**C. TASK ORDER TYPE**

Firm Fixed Price

**I. BACKGROUND:**

The U.S. Environmental Protection Agency (EPA), states and other partners are implementing an environmental assessment of estuarine and nearshore Great Lakes waters (including connecting channels) as part of the National Coastal Condition Assessment (NCCA). The NCCA repeats statistically-based surveys of coastal marine systems and the Laurentian Great Lakes at 5-year intervals. The NCCA is designed to provide information on the extent of coastal waters that support healthy biological condition and recreation, and to estimate the spatial extents of major stressors of coastal systems. Status and trends data provide insights into whether the ecological condition of these systems has improved. Consistent sampling and analytical procedures ensure that EPA can compare the results across the systems and over time. During the summer of 2020, EPA and partners will implement the 6<sup>th</sup> national assessment collecting data at more than 1000 sites. Pilot testing and smaller projects are possible in 2021. Field protocols are detailed in the NCCA Field Operations Manual (FOM; US EPA 2020 DRAFT). Laboratory analysis will follow the protocols in the NCCA Lab Operation Manual (LOM; US EPA 2020 DRAFT) and NCCA Quality Assurance Project Plan (QAPP; US EPA 2020 DRAFT). This Task Order describes

laboratory support for sediment chemistry analysis. Under the NCCA program, states and tribes can elect to use their own laboratories or to send samples to the EPA contract lab. Partners may also choose to add sites to the NCCA draw increasing the potential number of samples. At some sites, particularly in the Great Lakes, crews may not be able to collect sediment due to hard pan or other substrate issues. Considering these possibilities, EPA estimates that the contractor will receive a minimum of 500 samples for processing. To allow for the potential of additional coastal samples collected by the surveys or other small projects, the task order contains options for EPA to order up to another 1000 samples (8 options of 100 samples; and 4 options of 50 samples) for a total of 1500 samples during the period of performance possible.

EPA is requiring the contractor to use the analytical methods identified in the table below for the NCCA 2020.

<b>Storage Requirements</b>	<b>Type</b>	<b>Method</b> (any laboratory variation of the following methods are acceptable)
Freeze samples with maximum of -20°C	Metals (except mercury)	Extraction: EPA method 3051 1A Analysis: EPA method 6020
	Mercury	EPA method 245.7
	PCBs, Pesticides, PAHs	Extraction: EPA method 3540C Analysis: EPA method 8270D
	TOC	USEPA Method 9060
Refrigerate at 4°C do not freeze)	Grain Size	Any method that reports the determination as percent silt, clay, sand and meets QA/QC requirements

Using the appropriate version of the required methods, the contractor shall report the results for the parameters listed in the LOM. To provide a rough estimate of maximum values that the contractor might observe in the results under this task order, the LOM identifies the maximum concentration observed across the NCCA 2010 and 2015 data. If the EPA accepts more lenient method detection limits (MDL), accuracy and precision targets in the contractor's proposal, EPA will incorporate them into the NCCA documents after award of the task order. Consequently, after award of the task order, the contractor cannot claim the values to be proprietary. (EPA will not change any requirement to be more stringent than what is identified in the LOM). When analyzing EPA's samples, the contractor must adhere to the specifications in the LOM.

Before the laboratory submits the batch data to EPA, the analyst who generated the data and an experienced data reviewer must independently check and review the data, as follows:

- The analyst shall review the data to ensure that:
  - Sample preparation information is correct and complete
  - Analysis information is correct and complete

- The appropriate method and standard operating procedures were followed
- Analytical results are correct and complete
- Quality control samples were within established control limits
- Blanks were within the appropriate Quality Control (QC) limits
- Documentation is complete
- The data reviewer shall review the data package to verify that:
  - Calibration data are scientifically sound and appropriate
  - QC samples were within established guidelines
  - Qualitative and quantitative results are correct
  - Data spreadsheet conforms to EPA data template requirements
  - Documentation is complete

Accompanying all data submission for each batch, the laboratory shall provide a short narrative that includes the following information:

- Project summary referencing the batch QC identification number, total number of samples in the batch and their sample numbers, and the analytical methodology used for analysis;
- Discussion of any protocol deviations that may have occurred during sample testing;
- Discussion of QC questions that were encountered and the corrective measures taken;
- Definitions of any laboratory QC codes used in the data;
- Summary and discussion of samples that are diluted by the presence of an interference, non-target analyte, or target analyte; and
- List of QC samples not achieving established MDL, accuracy or precision control targets or limits required by laboratory internal analytical Standard Operating Procedures (SOPs), a brief explanation of corrective procedures attempted, and if applicable, why targets could not be reached.

Once or twice during the performance period, the External QC Coordinator (either an EPA staff member or a contractor external to this PWS) will provide one or two identical sets of Performance Evaluation (PE) samples to all participating laboratories. Each set will contain up to five PE samples. As determined by the External QC Coordinator, the PE samples may be synthetic; aliquots of additional samples collected at NCCA sites; or reference samples obtained from an organization such as the National Institute of Standards and Technology. Each laboratory will analyze the PE samples following the same procedures used for the other samples analyzed under this task order. The External QC Coordinator will compare the results to the expected value and determine consistency between laboratories (e.g., determine if one laboratory is consistently higher or lower than all others). The results of the interlaboratory comparisons shall be made available to the EPA TOCOR for review. Based upon the evaluation, the External QC Coordinator may request additional information from one or more laboratories about any unique laboratory practices that might account for differences among them, and may convene a conference call with all participating labs (contractor and state) to identify causes of and if possible, reconcile those differences.

## **II. PURPOSE**

The purpose of this task order is to determine concentrations of grain size, contaminants, and other chemical constituents (see LOM) in sediment samples collected for the NCCA 2020, related intensifications and/or pilot studies. The types of support required for this project include technical support, sample analyses, transmittal of the results in database format, and a revised database at the conclusion of quality control procedures.

### **III. GOVERNMENT FURNISHED INFORMATION**

EPA will arrange for delivery of the samples to the laboratories.

The following documents are references for the task order. They are in the *NCCA 2020 Task Order Information* folder located at:

[https://usepa.sharepoint.com/sites/OW\\_Community/nars/\\_layouts/15/start.aspx#/Contracts/Form/s/AllItems.aspx](https://usepa.sharepoint.com/sites/OW_Community/nars/_layouts/15/start.aspx#/Contracts/Form/s/AllItems.aspx).

- NCCA Laboratory Operations Manual (LOM; US EPA 2020).
- NCCA Field Operations Manual (FOM; US EPA 2020)
- NCCA Quality Assurance Project Plan (QAPP; US EPA 2020)

As they become available, the EPA TOCOR will provide the contractor with revisions of relevant documents.

### **IV. GENERAL REQUIREMENTS**

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

#### **1. Deliverables (see Contract PWS B.1)**

Memoranda shall be placed on company letterhead and the subject line shall include the phrase “EPA Contract #, Task Order #”.

The contractor shall name all electronic files using a logical abbreviation for the name of the document (e.g., TO#Data), the contractor name, and the date of edits to assist in version control (ex: TO14Data\_ LABNAME\_2020\_12\_02).

The contractor shall use EPA’s templates for reporting the results of the laboratory procedures for the NCCA samples. For any other database or spreadsheet submitted to EPA, the contractor must provide metadata that, at a minimum, identify the fields recorded for each sample, define the codes used for the field, and include the version number and date. The contractor must ensure that all sample results are linked to the correct corresponding EPA site ids and sample ids when submitted.

The contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.



## 2. Identification at Meetings/Teleconferences (see Contract clause B.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

3. The contractor shall follow the provision of EPA prescription 1523.703-1, *acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2. 10 l, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this *TO* is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

4. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

## V. SCOPE OF WORK

The contractor shall provide laboratory support for the analysis of sediment samples as described in the following tasks.

### **Task 1. Task Order Management and Monthly Progress Reports** (See Contract Attachment 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work.

- a. *Teleconferences*: The contractor, and its laboratories, shall participate in EPA's teleconferences about laboratory procedures for receiving, storing, tracking, analyzing, and reporting sediment chemistry samples and results. Prior to the shipping of the first samples in each sampling year, EPA will coordinate and facilitate 1-3 teleconference calls, each to last approximately 1 hour, to review the laboratory method, laboratory

reporting limits and how they are determined, required reporting elements, data templates, and the relevant requirements in the QAPP. Prior to the first conference call, the contractor shall provide a narrative describing how reporting limits are calculated. Additional teleconferences may be scheduled if discrepancies are noted upon interlaboratory comparison of PE samples. The participants will include EPA, the contractor's laboratories, subcontract laboratories, and potentially, State laboratories. If EPA conducts multiple teleconferences (e.g., due to State laboratory personnel availability), the contractor shall participate in all calls because different issues may arise that would require feedback from the contractor. The goal of the teleconferences is to ensure consensus on the analytical procedures and a schedule for sample processing and reporting. The agenda will include review of the:

- i. QAPP
- ii. LOM
- iii. Data template
- iv. Standard Operating Procedures (SOPs)

b. *Plan and Schedule*

The plan shall describe the contractor's procedures for managing samples throughout the different stage (e.g. delivery to the laboratory sample preparation measurement of contaminant ; results reported to EPA). The plan shall include a schedule that:

Assumes that EPA will exercise all options (i.e. the plan should address processing time and scheduling on 1500 samples) assuming 100 samples come in 2021 (this may change)

Specifies preferred number of samples and timing of when the batch laboratory should deliver the sample to the contractor. In developing the delivery schedule, consider:

1. Because few crews sample early in the season (e.g. May and early June), the batching lab would have relatively few samples to ship to the laborator .
2. It is not desirable to have many samples at the batching laboratory for a long time. EPA also intends to close the batching laboratory relatively soon after the field season ends (e.g., November 2020; November 2021).
- iii. Projects the number of samples in each of the stages in a given period of time (e.g., monthly, quarterly);
- iv. Completes all laboratory analysis and related activities from the 2020 field season by no later than June 1, 2021; and analyses of all samples from the 2021 field season by June 1, 2022; and
- v. Responds to EPA's data questions from samples collected in 2020 by September 30, 2021 and for samples collected in 2021, responds to EPA's data questions by September 30, 2022.

the contractor shall review and if appropriate expand upon and/or confirm the plan submitted with the proposal.

- c. *Status Summaries*: Prior to delivering the progress report, the contractor shall provide monthly status summaries. The monthly status report shall match the time period covered by the progress report. The contractor shall provide Excel spreadsheets with the monthly status reports that include:
- i. The number of samples received by the laboratory (cumulative total and number received during that reporting cycle). If EPA conducts an external QC review and/or collects field blanks, they shall be considered “samples” for the purpose of invoicing, scheduling, and reporting. However, EPA considers the Quality Assurance/Quality Control (QA/QC) requirements (e.g., blank tests, sample retests due to QC failures) to be part of the sample analyses and shall not pay any additional costs associated with such activities.
  - ii. The number of samples for which the laboratory has finished each of the analysis stages (cumulative total and number completed during that reporting cycle).
  - iii. The number of samples for which the laboratory has submitted complete data (for that sample) to EPA (cumulative total and number submitted during that reporting cycle).
  - iv. Percent capacity reached in the contract (i.e. number of sample results delivered compared to the maximum number specified in task order when all quantities are exercised); and percent capacity of samples ordered or ‘exercised’ (i.e. number of samples results delivered compared to the number of samples included in exercised quantities).
  - v. Data for the samples processed, or revised, since the previous summary. The contractor shall report the data using EPA’s data template, updated with the new and revised data. In addition to the sample data, the monthly excel spreadsheet deliverables must include the results and any data flags for all QC samples including blanks, standards, controls, spikes, and duplicates. The contractor shall also provide a separate case narrative (e.g., emailed Word or pdf file) for the EPA TOCOR to review with the data. When reviewing invoices, the EPA TOCOR will only consider the sample data to be complete, if the data deliverable includes results for all analytes for all samples, the entire batch of samples, the relevant QC data (i.e., data flags and results for blanks, standards, controls, etc.) and QC requirements have been achieved. The EPA TOCOR will approve payment for those samples for which:
    - 1. Results are reported for all required analyses
    - 2. Results are reported for all required batch QC samples (blanks, spikes, duplicates, standards, etc.) for the batch in which the sample was analyzed, as required by the QAPP and LOM.
    - 3. Batch QC results are within limits required by the QAPP and LOM.The TOCOR will not approve payment for sample results reported for batches that fail to meet QC requirements. In an effort to avoid returned invoices, the contractor shall notify the EPA TOCOR of any unresolved batch QC failures as soon as possible.

- vi. Provide a simple list of the invoice samples with sample #, site ID, sample ID and visit number. The TOCOR will compare the list with the NCCA master list of samples to verify that every sample has been invoiced one time.
- d. *Monthly Progress Reports and Financial Reports:*  
The contractor shall provide a progress and financial report each month that reflects and itemizes the costs in the corresponding invoice.
- i. The contractor shall provide a progress report each month that includes project status; expenditures to date; number of samples in each processing stage compared to the contractor's plan/schedule; unexpected problems or concerns, including with quality assurance; lessons learned; QA/QC activities; and next steps. The contractor shall prepare and submit the monthly progress reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
  - ii. The contractor shall prepare and submit the financial reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
  - iii. For the sample analyses completed during the month and billed in the invoice, the financial report shall identify the sample using the correct corresponding EPA assigned site identification and sample identification codes.
  - iv. For the month in which the contractor delivers the final database for Task 4, the contractor shall include the costs for Task 4.
- e. *Issues Requiring EPA Resolution:* The contractor shall immediately notify the EPA TOCOR of any unexpected problems or concerns, including but not limited to issues with QA/QC, and recommend remedies or corrective actions. Upon receiving written technical direction from the EPA TOCOR, the contractor shall revise its schedule in the technical proposal and respond to any additional comments/concerns from the EPA TOCOR following submission of the revised plan. The contractor also shall include problems and concerns in the monthly progress report.

**Deliverables and Schedule under Task 1:**

Subtask	Deliverable	Due
a.	Teleconferences, including copies of SOPs.	Date/time per technical direction from EPA TOCOR based upon contractor's recommended dates/times.
b	Plan and Schedule (expanded or confirmation that original is correct)	Within 2 months of award
c.	Status updates with data in spreadsheet and case narrative	Monthly
d	Progress and financial reports in electronic format	Monthly

<b>Subtask</b>	<b>Deliverable</b>	<b>Due</b>
e.	Email notifying TOCOR of unexpected unresolved problems and proposed resolution.	Immediately when issue identified.
e.	Revised technical plan and schedule request (as needed)	Revisions within 5 working days per written technical direction and/or within 5 days of comments from TOCOR.

## **Task 2. Quality Assurance (Contract PWS B.3)**

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan (QMP) incorporated into this NARS contract;
- NCCA QA documents - describe how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
  - Quality Assurance Project Plan (QAPP)
  - Laboratory Operations Manual (LOM)

The NCCA 2020 quality documents will evolve throughout the task order. The contractor shall notify the EPA TOCOR immediately if it identifies areas where its previous activities are not consistent with the revisions made to the QAPP and LOM. The EPA TOCOR will determine whether any modifications to the contractor's previous activities will be necessary, which may require a modification to the task order by the EPA Contracting Officer (CO).

- a. The contractor shall demonstrate a commitment to adhere to the QAPP. The contractor's Quality Assurance Official (QAO) and each laboratory's QAO shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" in the introductory section of the QAPP. The contractor shall distribute the version of the QAPP and LOM available at award of the task order, and any additional revisions approved by the EPA QAO, throughout the contractor's organization, including subcontractors and consultants. If EPA distributes an updated version of the QAPP or LOM and states that it contains a "significant change," relevant to sediment chemistry, the contractor shall acknowledge, in writing (e.g., email), that it has received and distributed the revised document to the appropriate personnel, and that if necessary, changes will be



implemented. If the contractor determines that changes to the LOM or QAPP will impact the cost of analyses or exceeds the scope of the task order, they shall notify the TOCOR immediately.

- b. The contractor shall demonstrate its implementation of QA/QC in performing the other tasks in this Performance Work Statement. The contractor shall provide EPA with documentation of its QA activities as follows:
  - i. Standard Operating Procedures (SOPs) and any other quality assurance documentation developed or adopted by the contractor's laboratory for use in performing the required analyses.
  - ii. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
  - iii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report.
- c. The contractor shall demonstrate its ability to conform to NCCA measurement quality objectives. The contractor shall at a minimum, ensure that the data meet the measurement quality objectives in the QAPP.

**Deliverables and Schedule under Task 2:**

Subtask	Deliverable	Due
a.	Completed Signature page "Review & Distribution Acknowledgment and Commitment to Implement" of the QAPP.	No later than 5 working days after effective date of task order or 5 working days after receiving the EPA approved QAPP if not approved at award date
	Email acknowledgement of receipt of QAPP_or LOM with "significant change"	No later than 10 working days after receiving the revised document from EPA.
b.	Laboratory SOPs  Notification to EPA of SOP modification.	No later than 5 working days after effective date of task order. If the laboratory modified the SOPs during the performance period, provide the final versions 5 working days before the end of the performance period. Otherwise, provide an email stating that the

Subtask	Deliverable	Due
		SOPs have remained unchanged throughout the task order.
	Documentation of QA activities	With deliverables
	Monthly reports of QA activities during months when samples are delivered and/or processed	With monthly progress report

### **Task 3. Sediment Analyses (Contract PWS B.3., C.4)**

The contractor shall strictly follow all procedures specified for sediment chemistry (including TOC and grain size) sample processing and analyses in the QAPP and LOM as detailed in the LOM. If the contractor identifies a situation requiring modification of analytical procedures or SOP, the EPA TOCOR must approve the modification before the contractor can implement the change. Contracting Officer approval is required in writing for any change that potentially affect the costs (decrease or increase), scope and/or period of performance.

In addition to the delivery of data addressed in Task 1, the contractor shall provide the deliverables resulting from the following activities:

- a. Log each sample and record the condition of the sample into the NARS Information Management (IM) provided spreadsheet and email to NARS IM; contact information will be provided by TOCOR before sampling begins) within 24 (clock) hours of the sample arriving at the laboratory. If the sample does not arrive when expected, the contractor shall immediately notify the EPA TOCOR or her designee.
- b. The laboratory shall retain:
  - The sample materials, including vials, until the date EPA publishes the NCCA 2020 data publicly or the contractor is notified to dispose of the materials in written technical direction from the TOCOR. During this time, the laboratory shall freeze the materials at the temperature specified in its laboratory method. The laboratory shall periodically check the sample materials for degradation.
  - Original records, including laboratory notebooks and instrument logs, for a minimum of ten (10) years from date that EPA publishes the final data publicly.
- c. If EPA or the contractor determines that the transfer of samples or records to another location is necessary, EPA will make separate arrangements (e.g., task order modification) with the contractor for any necessary photocopying, packaging, and shipping expenses. Otherwise, at the end of the retention period, the contractor shall follow its internal protocols for disposal.

- d. Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

**Deliverables and Schedule under Task 3:**

Subtask	Deliverable	Due
a.	Sample logged into NARS IM system	Within 24 (clock) hours of sample receipt
a.	Email identifying missing sample	Immediately if sample does not arrive when expected
b.	Access to samples	Upon EPA TOCOR's written request.
c.	Access to laboratory notebooks	Upon EPA TOCOR's written request.

**Task 4. Final Database (Contract PWS B.1, B.3, C.4)**

- a. The contractor shall provide revised and final databases for the results of the sediment chemistry analyses from samples collected in 2020 as described in Task 1b. The contractor shall provide:
- Responses to EPA's questions about the sample and QC data, as conveyed by the EPA TOCOR's technical direction.
  - Revised databases that incorporate changes based upon EPA's review of the data and identified by the EPA TOCOR's technical direction.
  - Final database that incorporates revisions identified by the EPA TOCOR's technical direction.
- b. For samples collected in 2021, the contractor shall provide a compiled dataset and shall answer EPA questions as described in Task 1b.

**Deliverables and Schedule under Task 4:**

Subtask	Deliverable	Due
a.i	Email with responses to data questions	1-5 working days per technical direction
a.ii and b.	Revised database	10 working days after receiving the EPA TOCOR's technical direction. The contractor shall assume that five revisions will be required as a result of EPA's

Subtask	Deliverable	Due
		review of the data during the period identified in Task 1b.
b	Compiled dataset	10 working days after receiving written technical direction; but no later than 5 working days prior to the schedules as set forth in Task 1b.
c.	Final database	10 working days after receiving written technical direction; but no later than 5 working days prior September 30, 2021 for 2020 samples, and no later than five working days prior to September 30, 2022 for 2021 samples.

## VI. TRAVEL

EPA does not anticipate that any travel will be necessary to perform the tasks in the Performance Work Statement.

## VIII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
<b>Management and Communications:</b> The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR within 3-working days of occurrence.	EPA TOCOR will identify unreported issues.	Two or more incidents where the contractor: <ul style="list-style-type: none"> <li>Does not provide timely notification; or</li> <li>Created a severe adverse situation</li> </ul> will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of <b>Management</b> . Fewer than two incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
<p><b>Timeliness:</b> Data (Task 1) and databases (Task 4) shall be delivered in accordance with the schedule developed in the Contractor's proposal. After EPA accepts the final schedule in Task 1, it is unlikely that EPA will be willing to extend the schedule due to any factors under the contractor's control (e.g., to complete work under another contract).</p>	<ul style="list-style-type: none"> <li>• No more than 25% of the data for Task 1 shall be submitted more than 3 working days past the date in the accepted schedule.</li> <li>• None of the data for Task 1 shall be submitted more than 40 working days past the date in the accepted schedule.</li> <li>• No more than 10% of the revised databases (Task 4) shall be submitted more than 3 working days past the date in the accepted schedule.</li> <li>• No delays in submitting the final database (Task 4) by the "no later than" date in the PWS.</li> </ul>	<p>100% of the progress reports, data submissions, and databases will be reviewed by the EPA TOCOR monthly to compare actual delivery dates against those in the approved schedule from Task 1 and Task 4.</p>	<p>Unsatisfactory rating under the category of <b>Schedule</b> in CPARS when the contractor does not meet the measurable performance standards during the applicable period of performance.</p>
<p><b>Technical Effort:</b> The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NCCA QAPP, and the sediment chemistry method.</p>	<p>No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements of the QMP, NCCA QAPP, data templates, and sediment chemistry method.</p>	<p>100% of the data will be reviewed by the EPA TOCOR to identify noncompliance issues with the QMP, NCCA QAPP, and sediment chemistry method.</p>	<p>Unsatisfactory rating under the category of <b>Quality</b> in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>



**POINTS OF CONTACT**

**National Coastal Condition Assessment 2020 Sediment Chemistry, Grain Size and Total Organic Carbon (TOC) Analysis**  
**Contract #EP-C-16-008; Task Order Proposal Tracking Number: PR-OW-19-00057**

**GLEC Team Contact Information**

GLEC Team Contact Information					
Person's role in the task order	Organization	Person's name	Phone	Email	Include person on emails (Y/N)
TO Leader	Great Lakes Environmental Center, Inc. (GLEC) 739 Hastings St. Traverse City, MI 49686	(b)(4)	(b)(4)	(b)(4)	Y
Program Manager	GLEC				Y
Lab contact (for shipping questions)	(b)(4)				(b)(4)
Backup lab contact					

**Special Handling Instructions/Suggestions**

1. Prefer use of 8oz sediment jars for sediment to be analyzed for metals, pesticides, PCBs, PAHs, and TOC.
  - a. Samples should be frozen and shipped with dry ice in an insulated cooler.
  - b. Due to the dry ice, we recommend using foam rather than bubble wrap for packaging.
2. Prefer use of ziplock bags for sediment to be analyzed for grain size.
  - a. Grain size samples should not be frozen.
  - b. Ship on wet ice in an insulated cooler.
3. Place the chain of custody forms (COCs) for all samples contained in a cooler together in a ziplock bag. Place the ziplock bag containing the COCs inside the cooler for shipment.
4. Ship coolers containing samples via overnight courier for morning delivery.
5. Although Physis will be available to receive samples any day and any time, we recommend not shipping on Friday (even if Saturday delivery is specified), Saturday or Sunday. All couriers seem to have sporadic problems accomplishing Saturday delivery of samples with 100% satisfaction, and do not provide routine service (for shipment or delivery) on Sunday.
6. Include a return shipping label in the ziplock bag with the COCs for shipment of the cooler back to the batch laboratory.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00001		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0141			
				10B. DATED (SEE ITEM 13)			
				06/13/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.216-22						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to exercise (b)(4) (b)(4) line item 0001, which increases the (b)(4) (b)(4) This also increases the number of samples on line item 0002 from (b)(4) (b)(4) This modification provides funding in the amount of (b)(4) for the exercised options, which fully funds the task order ceiling of (b)(4) TOCOR: Hugh Sullivan Max Expire Date: 09/30/2022 Invoice Approver: Hugh Sullivan Alt Invoice App: Danielle Grunzke LIST OF CHANGES: Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Nicholas Bisher			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 07/16/2019	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0141/P00001

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification: Exercise an Option</p> <p>New Total Amount for this Award: (b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed (b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-MB</p> <p>Amount changed from (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 19-20-B-05HEL-000BJ7XF5-2505-1905HIX506-001</p> <p>Beginning FiscalYear 19</p> <p>Ending Fiscal Year 20</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 05HEL</p> <p>Program (PRC) 000BJ7XF5</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1905HIX506-001</p> <p>Quantity: 0</p> <p>Amount: (b)(4)</p> <p>Percent: (b)(4)</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 19-E1-87FM-000B06XP1-4183-1987ME9017-001</p> <p>Beginning FiscalYear 19</p> <p>Ending Fiscal Year</p> <p>Fund (Appropriation) E1</p> <p>Budget Organization 87FM</p> <p>Program (PRC) 000B06XP1</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0141/P00001PAGE OF  
3 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Budget (BOC) 4183 Job # (Site/Project) Cost Organization DCN-LineID 1987ME9017-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Quantity changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Total Amount changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 4 Quantity changed (b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 All other terms and conditions remain unchanged.</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P000002		See Block 16C		PR-OW-20-00308			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0141			
				10B. DATED (SEE ITEM 13)			
				06/13/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to change the Alternate Task Order Contracting Officer's Representative (ALT-TOCOR) to Michelle Maier, 202-566-2160, maier.michelle@epa.gov.							
TOCOR: Hugh Sullivan Max Expire Date: 09/30/2022 Invoice Approver: Hugh Sullivan Alt Invoice App: Michelle Maier							
LIST OF CHANGES:							
Reason for Modification: Other Administrative Action							
Total Amount for this Modification: \$0.00							
New Total Amount for this Version: \$0.00							
New Total Amount for this Award: \$920,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Nicholas Bisher			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 03/31/2020	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0141/P00002	2	3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alternate COR/Project Officer changed to : Michelle Maier</p> <p>Alternate Invoice Approving Official changed to : Michelle Maie</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 02/01/2020 to 09/30/2022</p>				
9999	<p>***ADMINISTRATIVE TRACKING PURPOSES ONLY***</p> <p>Accounting Info: BFY: 00 Fund: ZERO Budget Org: DOLLAR Program (PRC): ADMIN Budget (BOC): REQ Funding Flag: Complete Funded: \$0.00</p> <p>All other terms and conditions remain unchanged</p>				0.00

### **SECTION G - Contract Administration Data**

#### **G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order Contracting Officer's Representatives (TOCORs) for this contract are as follows:

Hugh Sullivan, 202-564-1763, [sullivan.hugh@epa.gov](mailto:sullivan.hugh@epa.gov)

Michelle Maier, 202-566-2160, [maier.michelle@epa.gov](mailto:maier.michelle@epa.gov)

Contracting Officials responsible for administering this contract are as follows:

Nicholas Bisher, 513-487-2652, [bisher.nicholas@epa.gov](mailto:bisher.nicholas@epa.gov)

### **SECTION J - List of Documents, Exhibits and Other Attachments**

<b>Attachment Number</b>	<b>Title</b>	<b>Date</b>
1	Attachment 1 – Performance Work Statement	3/31/2020

**Performance Work Statement (PWS)**  
**Technical Support for National Aquatic Resource Surveys (NARS 2)**  
***Task Order #68HERC19F0141***

**TITLE:**        **National Coastal Condition Assessment 2020: Sediment Chemistry, Grain Size and Total Organic Carbon (TOC) Analysis**

**A. EPA PERSONNEL**

**Task Order Contracting Officer Representative (TOCOR):**

Name:     **Hugh Sullivan**  
Office:    EPA/OW/OWOW/WRAPD/MAB  
Address:   1200 Pennsylvania Ave, NW MC: 4503F  
Telephone:   202 564-1763  
E-mail:      Sullivan.hugh@epa.gov

**Alternate Task Order Contracting Officer Representative (Alt TOCOR):**

Name:     **Michelle Maier**  
Office:    EPA/OW/OWOW/WRAPD/MAB  
Address:   1200 Pennsylvania Ave, NW MC: 4503F  
Telephone:   202-566-2160  
E-mail:      maier.michelle@epa.gov

**B. ESTIMATED PERIOD OF PERFORMANCE**

February 1, 2020 through September 30, 2022

**C. TASK ORDER TYPE**

Firm Fixed Price

**I. BACKGROUND:**

The U.S. Environmental Protection Agency (EPA), states and other partners are implementing an environmental assessment of estuarine and nearshore Great Lakes waters (including connecting channels) as part of the National Coastal Condition Assessment (NCCA). The NCCA repeats statistically-based surveys of coastal marine systems and the Laurentian Great Lakes at 5-year intervals. The NCCA is designed to provide information on the extent of coastal waters that support healthy biological condition and recreation, and to estimate the spatial extents of major stressors of coastal systems. Status and trends data provide insights into whether the ecological condition of these systems has improved. Consistent sampling and analytical procedures ensure that EPA can compare the results across the systems and over time. During the summer of 2020, EPA and partners will implement the 6<sup>th</sup> national assessment collecting data at more than 1000 sites. Pilot testing and smaller projects are possible in 2021. Field protocols are detailed in the NCCA Field Operations Manual (FOM; US EPA 2020 DRAFT). Laboratory analysis will follow the protocols in the NCCA Lab Operation Manual (LOM; US EPA 2020 DRAFT) and NCCA Quality Assurance Project Plan (QAPP; US EPA 2020 DRAFT). This Task Order describes



laboratory support for sediment chemistry analysis. Under the NCCA program, states and tribes can elect to use their own laboratories or to send samples to the EPA contract lab. Partners may also choose to add sites to the NCCA draw increasing the potential number of samples. At some sites, particularly in the Great Lakes, crews may not be able to collect sediment due to hard pan or other substrate issues. Considering these possibilities, EPA estimates that the contractor will receive a minimum of 500 samples for processing. To allow for the potential of additional coastal samples collected by the surveys or other small projects, the task order contains options for EPA to order up to another 1000 samples (8 options of 100 samples; and 4 options of 50 samples) for a total of 1500 samples during the period of performance possible.

EPA is requiring the contractor to use the analytical methods identified in the table below for the NCCA 2020.

<b>Storage Requirements</b>	<b>Type</b>	<b>Method</b> (any laboratory variation of the following methods are acceptable)
Freeze samples with maximum of -20°C	Metals (except mercury)	Extraction: EPA method 3051 1A Analysis: EPA method 6020
	Mercury	EPA method 245.7
	PCBs, Pesticides, PAHs	Extraction: EPA method 3540C Analysis: EPA method 8270D
	TOC	USEPA Method 9060
Refrigerate at 4°C do not freeze)	Grain Size	Any method that reports the determination as percent silt, clay, sand and meets QA/QC requirements

Using the appropriate version of the required methods, the contractor shall report the results for the parameters listed in the LOM. To provide a rough estimate of maximum values that the contractor might observe in the results under this task order, the LOM identifies the maximum concentration observed across the NCCA 2010 and 2015 data. If the EPA accepts more lenient method detection limits (MDL), accuracy and precision targets in the contractor's proposal, EPA will incorporate them into the NCCA documents after award of the task order. Consequently, after award of the task order, the contractor cannot claim the values to be proprietary. (EPA will not change any requirement to be more stringent than what is identified in the LOM). When analyzing EPA's samples, the contractor must adhere to the specifications in the LOM.

Before the laboratory submits the batch data to EPA, the analyst who generated the data and an experienced data reviewer must independently check and review the data, as follows:

- The analyst shall review the data to ensure that:
  - Sample preparation information is correct and complete
  - Analysis information is correct and complete

- The appropriate method and standard operating procedures were followed
- Analytical results are correct and complete
- Quality control samples were within established control limits
- Blanks were within the appropriate Quality Control (QC) limits
- Documentation is complete
- The data reviewer shall review the data package to verify that:
  - Calibration data are scientifically sound and appropriate
  - QC samples were within established guidelines
  - Qualitative and quantitative results are correct
  - Data spreadsheet conforms to EPA data template requirements
  - Documentation is complete

Accompanying all data submission for each batch, the laboratory shall provide a short narrative that includes the following information:

- Project summary referencing the batch QC identification number, total number of samples in the batch and their sample numbers, and the analytical methodology used for analysis;
- Discussion of any protocol deviations that may have occurred during sample testing;
- Discussion of QC questions that were encountered and the corrective measures taken;
- Definitions of any laboratory QC codes used in the data;
- Summary and discussion of samples that are diluted by the presence of an interference, non-target analyte, or target analyte; and
- List of QC samples not achieving established MDL, accuracy or precision control targets or limits required by laboratory internal analytical Standard Operating Procedures (SOPs), a brief explanation of corrective procedures attempted, and if applicable, why targets could not be reached.

Once or twice during the performance period, the External QC Coordinator (either an EPA staff member or a contractor external to this PWS) will provide one or two identical sets of Performance Evaluation (PE) samples to all participating laboratories. Each set will contain up to five PE samples. As determined by the External QC Coordinator, the PE samples may be synthetic; aliquots of additional samples collected at NCCA sites; or reference samples obtained from an organization such as the National Institute of Standards and Technology. Each laboratory will analyze the PE samples following the same procedures used for the other samples analyzed under this task order. The External QC Coordinator will compare the results to the expected value and determine consistency between laboratories (e.g., determine if one laboratory is consistently higher or lower than all others). The results of the interlaboratory comparisons shall be made available to the EPA TOCOR for review. Based upon the evaluation, the External QC Coordinator may request additional information from one or more laboratories about any unique laboratory practices that might account for differences among them, and may convene a conference call with all participating labs (contractor and state) to identify causes of and if possible, reconcile those differences.

## **II. PURPOSE**

The purpose of this task order is to determine concentrations of grain size, contaminants, and other chemical constituents (see LOM) in sediment samples collected for the NCCA 2020, related intensifications and/or pilot studies. The types of support required for this project include technical support, sample analyses, transmittal of the results in database format, and a revised database at the conclusion of quality control procedures.

### **III. GOVERNMENT FURNISHED INFORMATION**

EPA will arrange for delivery of the samples to the laboratories.

The following documents are references for the task order. They are in the *NCCA 2020 Task Order Information* folder located at:

[https://usepa.sharepoint.com/sites/OW\\_Community/nars/\\_layouts/15/start.aspx#/Contracts/Form/s/AllItems.aspx](https://usepa.sharepoint.com/sites/OW_Community/nars/_layouts/15/start.aspx#/Contracts/Form/s/AllItems.aspx).

- NCCA Laboratory Operations Manual (LOM; US EPA 2020).
- NCCA Field Operations Manual (FOM; US EPA 2020)
- NCCA Quality Assurance Project Plan (QAPP; US EPA 2020)

As they become available, the EPA TOCOR will provide the contractor with revisions of relevant documents.

### **IV. GENERAL REQUIREMENTS**

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

#### **1. Deliverables (see Contract PWS B.1)**

Memoranda shall be placed on company letterhead and the subject line shall include the phrase “EPA Contract #, Task Order #”.

The contractor shall name all electronic files using a logical abbreviation for the name of the document (e.g., TO#Data), the contractor name, and the date of edits to assist in version control (ex: TO14Data\_LABNAME\_2020\_12\_02).

The contractor shall use EPA’s templates for reporting the results of the laboratory procedures for the NCCA samples. For any other database or spreadsheet submitted to EPA, the contractor must provide metadata that, at a minimum, identify the fields recorded for each sample, define the codes used for the field, and include the version number and date. The contractor must ensure that all sample results are linked to the correct corresponding EPA site ids and sample ids when submitted.

The contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

## 2. Identification at Meetings/Teleconferences (see Contract clause B.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

3. The contractor shall follow the provision of EPA prescription 1523.703-1, *acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this TO is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

4. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

## V. SCOPE OF WORK

The contractor shall provide laboratory support for the analysis of sediment samples as described in the following tasks.

### **Task 1. Task Order Management and Monthly Progress Reports** (See Contract Attachment 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work.

- a. *Teleconferences*: The contractor, and its laboratories, shall participate in EPA's teleconferences about laboratory procedures for receiving, storing, tracking, analyzing, and reporting sediment chemistry samples and results. Prior to the shipping of the first samples in each sampling year, EPA will coordinate and facilitate 1-3 teleconference calls, each to last approximately 1 hour, to review the laboratory method, laboratory

reporting limits and how they are determined, required reporting elements, data templates, and the relevant requirements in the QAPP. Prior to the first conference call, the contractor shall provide a narrative describing how reporting limits are calculated. Additional teleconferences may be scheduled if discrepancies are noted upon interlaboratory comparison of PE samples. The participants will include EPA, the contractor's laboratories, subcontract laboratories, and potentially, State laboratories. If EPA conducts multiple teleconferences (e.g., due to State laboratory personnel availability), the contractor shall participate in all calls because different issues may arise that would require feedback from the contractor. The goal of the teleconferences is to ensure consensus on the analytical procedures and a schedule for sample processing and reporting. The agenda will include review of the:

- i. QAPP
- ii. LOM
- iii. Data template
- iv. Standard Operating Procedures (SOPs)

b. *Plan and Schedule*

The plan shall describe the contractor's procedures for managing samples throughout the different stage (e.g. delivery to the laboratory sample preparation measurement of contaminant ; results reported to EPA). The plan shall include a schedule that:

Assumes that EPA will exercise all options (i.e. the plan should address processing time and scheduling on 1500 samples) assuming 100 samples come in 2021 (this may change)

Specifies preferred number of samples and timing of when the batch laboratory should deliver the sample to the contractor. In developing the delivery schedule, consider:

1. Because few crews sample early in the season (e.g. May and early June), the batching lab would have relatively few samples to ship to the laborator .
2. It is not desirable to have many samples at the batching laboratory for a long time. EPA also intends to close the batching laboratory relatively soon after the field season ends (e.g., November 2020; November 2021).
- iii. Projects the number of samples in each of the stages in a given period of time (e.g., monthly, quarterly);
- iv. Completes all laboratory analysis and related activities from the 2020 field season by no later than June 1, 2021; and analyses of all samples from the 2021 field season by June 1, 2022; and
- v. Responds to EPA's data questions from samples collected in 2020 by September 30, 2021 and for samples collected in 2021, responds to EPA's data questions by September 30, 2022.

the contractor shall review and if appropriate expand upon and/or confirm the plan submitted with the proposal.

- c. *Status Summaries*: Prior to delivering the progress report, the contractor shall provide monthly status summaries. The monthly status report shall match the time period covered by the progress report. The contractor shall provide Excel spreadsheets with the monthly status reports that include:
- i. The number of samples received by the laboratory (cumulative total and number received during that reporting cycle). If EPA conducts an external QC review and/or collects field blanks, they shall be considered “samples” for the purpose of invoicing, scheduling, and reporting. However, EPA considers the Quality Assurance/Quality Control (QA/QC) requirements (e.g., blank tests, sample retests due to QC failures) to be part of the sample analyses and shall not pay any additional costs associated with such activities.
  - ii. The number of samples for which the laboratory has finished each of the analysis stages (cumulative total and number completed during that reporting cycle).
  - iii. The number of samples for which the laboratory has submitted complete data (for that sample) to EPA (cumulative total and number submitted during that reporting cycle).
  - iv. Percent capacity reached in the contract (i.e. number of sample results delivered compared to the maximum number specified in task order when all quantities are exercised); and percent capacity of samples ordered or ‘exercised’ (i.e. number of samples results delivered compared to the number of samples included in exercised quantities).
  - v. Data for the samples processed, or revised, since the previous summary. The contractor shall report the data using EPA’s data template, updated with the new and revised data. In addition to the sample data, the monthly excel spreadsheet deliverables must include the results and any data flags for all QC samples including blanks, standards, controls, spikes, and duplicates. The contractor shall also provide a separate case narrative (e.g., emailed Word or pdf file) for the EPA TOCOR to review with the data. When reviewing invoices, the EPA TOCOR will only consider the sample data to be complete, if the data deliverable includes results for all analytes for all samples, the entire batch of samples, the relevant QC data (i.e., data flags and results for blanks, standards, controls, etc.) and QC requirements have been achieved. The EPA TOCOR will approve payment for those samples for which:
    - 1. Results are reported for all required analyses
    - 2. Results are reported for all required batch QC samples (blanks, spikes, duplicates, standards, etc.) for the batch in which the sample was analyzed, as required by the QAPP and LOM.
    - 3. Batch QC results are within limits required by the QAPP and LOM.The TOCOR will not approve payment for sample results reported for batches that fail to meet QC requirements. In an effort to avoid returned invoices, the contractor shall notify the EPA TOCOR of any unresolved batch QC failures as soon as possible.

- vi. Provide a simple list of the invoice samples with sample #, site ID, sample ID and visit number. The TOCOR will compare the list with the NCCA master list of samples to verify that every sample has been invoiced one time.
- d. *Monthly Progress Reports and Financial Reports:*  
The contractor shall provide a progress and financial report each month that reflects and itemizes the costs in the corresponding invoice.
- i. The contractor shall provide a progress report each month that includes project status; expenditures to date; number of samples in each processing stage compared to the contractor's plan/schedule; unexpected problems or concerns, including with quality assurance; lessons learned; QA/QC activities; and next steps. The contractor shall prepare and submit the monthly progress reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
  - ii. The contractor shall prepare and submit the financial reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
  - iii. For the sample analyses completed during the month and billed in the invoice, the financial report shall identify the sample using the correct corresponding EPA assigned site identification and sample identification codes.
  - iv. For the month in which the contractor delivers the final database for Task 4, the contractor shall include the costs for Task 4.
- e. *Issues Requiring EPA Resolution:* The contractor shall immediately notify the EPA TOCOR of any unexpected problems or concerns, including but not limited to issues with QA/QC, and recommend remedies or corrective actions. Upon receiving written technical direction from the EPA TOCOR, the contractor shall revise its schedule in the technical proposal and respond to any additional comments/concerns from the EPA TOCOR following submission of the revised plan. The contractor also shall include problems and concerns in the monthly progress report.

**Deliverables and Schedule under Task 1:**

Subtask	Deliverable	Due
a.	Teleconferences, including copies of SOPs.	Date/time per technical direction from EPA TOCOR based upon contractor's recommended dates/times.
b	Plan and Schedule (expanded or confirmation that original is correct)	Within 2 months of award
c.	Status updates with data in spreadsheet and case narrative	Monthly
d	Progress and financial reports in electronic format	Monthly



<b>Subtask</b>	<b>Deliverable</b>	<b>Due</b>
e.	Email notifying TOCOR of unexpected unresolved problems and proposed resolution.	Immediately when issue identified.
e.	Revised technical plan and schedule request (as needed)	Revisions within 5 working days per written technical direction and/or within 5 days of comments from TOCOR.

## **Task 2. Quality Assurance (Contract PWS B.3)**

Quality Assurance (QA) is an important component of EPA’s work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor’s customized Quality Management Plan (QMP) incorporated into this NARS contract;
- NCCA QA documents - describe how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
  - Quality Assurance Project Plan (QAPP)
  - Laboratory Operations Manual (LOM)

The NCCA 2020 quality documents will evolve throughout the task order. The contractor shall notify the EPA TOCOR immediately if it identifies areas where its previous activities are not consistent with the revisions made to the QAPP and LOM. The EPA TOCOR will determine whether any modifications to the contractor’s previous activities will be necessary, which may require a modification to the task order by the EPA Contracting Officer (CO).

- a. The contractor shall demonstrate a commitment to adhere to the QAPP. The contractor’s Quality Assurance Official (QAO) and each laboratory’s QAO shall sign the page “Review & Distribution Acknowledgment and Commitment to Implement” in the introductory section of the QAPP. The contractor shall distribute the version of the QAPP and LOM available at award of the task order, and any additional revisions approved by the EPA QAO, throughout the contractor’s organization, including subcontractors and consultants. If EPA distributes an updated version of the QAPP or LOM and states that it contains a “significant change,” relevant to sediment chemistry, the contractor shall acknowledge, in writing (e.g., email), that it has received and distributed the revised document to the appropriate personnel, and that if necessary, changes will be



implemented. If the contractor determines that changes to the LOM or QAPP will impact the cost of analyses or exceeds the scope of the task order, they shall notify the TOCOR immediately.

- b. The contractor shall demonstrate its implementation of QA/QC in performing the other tasks in this Performance Work Statement. The contractor shall provide EPA with documentation of its QA activities as follows:
  - i. Standard Operating Procedures (SOPs) and any other quality assurance documentation developed or adopted by the contractor's laboratory for use in performing the required analyses.
  - ii. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
  - iii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report.
- c. The contractor shall demonstrate its ability to conform to NCCA measurement quality objectives. The contractor shall at a minimum, ensure that the data meet the measurement quality objectives in the QAPP.

**Deliverables and Schedule under Task 2:**

Subtask	Deliverable	Due
a.	Completed Signature page "Review & Distribution Acknowledgment and Commitment to Implement" of the QAPP.	No later than 5 working days after effective date of task order or 5 working days after receiving the EPA approved QAPP if not approved at award date
	Email acknowledgement of receipt of QAPP or LOM with "significant change"	No later than 10 working days after receiving the revised document from EPA.
b.	Laboratory SOPs  Notification to EPA of SOP modification.	No later than 5 working days after effective date of task order. If the laboratory modified the SOPs during the performance period, provide the final versions 5 working days before the end of the performance period. Otherwise, provide an email stating that the

Subtask	Deliverable	Due
		SOPs have remained unchanged throughout the task order.
	Documentation of QA activities	With deliverables
	Monthly reports of QA activities during months when samples are delivered and/or processed	With monthly progress report

### **Task 3. Sediment Analyses (Contract PWS B.3., C.4)**

The contractor shall strictly follow all procedures specified for sediment chemistry (including TOC and grain size) sample processing and analyses in the QAPP and LOM as detailed in the LOM. If the contractor identifies a situation requiring modification of analytical procedures or SOP, the EPA TOCOR must approve the modification before the contractor can implement the change. Contracting Officer approval is required in writing for any change that potentially affect the costs (decrease or increase), scope and/or period of performance.

In addition to the delivery of data addressed in Task 1, the contractor shall provide the deliverables resulting from the following activities:

- a. Log each sample and record the condition of the sample into the NARS Information Management (IM) provided spreadsheet and email to NARS IM; contact information will be provided by TOCOR before sampling begins) within 24 (clock) hours of the sample arriving at the laboratory. If the sample does not arrive when expected, the contractor shall immediately notify the EPA TOCOR or her designee.
- b. The laboratory shall retain:
  - The sample materials, including vials, until the date EPA publishes the NCCA 2020 data publicly or the contractor is notified to dispose of the materials in written technical direction from the TOCOR. During this time, the laboratory shall freeze the materials at the temperature specified in its laboratory method. The laboratory shall periodically check the sample materials for degradation.
  - Original records, including laboratory notebooks and instrument logs, for a minimum of ten (10) years from date that EPA publishes the final data publicly.
- c. If EPA or the contractor determines that the transfer of samples or records to another location is necessary, EPA will make separate arrangements (e.g., task order modification) with the contractor for any necessary photocopying, packaging, and shipping expenses. Otherwise, at the end of the retention period, the contractor shall follow its internal protocols for disposal.

- d. Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

**Deliverables and Schedule under Task 3:**

Subtask	Deliverable	Due
a.	Sample logged into NARS IM system	Within 24 (clock) hours of sample receipt
a.	Email identifying missing sample	Immediately if sample does not arrive when expected
b.	Access to samples	Upon EPA TOCOR's written request.
c.	Access to laboratory notebooks	Upon EPA TOCOR's written request.

**Task 4. Final Database (Contract PWS B.1, B.3, C.4)**

- a. The contractor shall provide revised and final databases for the results of the sediment chemistry analyses from samples collected in 2020 as described in Task 1b. The contractor shall provide:
- Responses to EPA's questions about the sample and QC data, as conveyed by the EPA TOCOR's technical direction.
  - Revised databases that incorporate changes based upon EPA's review of the data and identified by the EPA TOCOR's technical direction.
  - Final database that incorporates revisions identified by the EPA TOCOR's technical direction.
- b. For samples collected in 2021, the contractor shall provide a compiled dataset and shall answer EPA questions as described in Task 1b.

**Deliverables and Schedule under Task 4:**

Subtask	Deliverable	Due
a.i	Email with responses to data questions	1-5 working days per technical direction
a.ii and b.	Revised database	10 working days after receiving the EPA TOCOR's technical direction. The contractor shall assume that five revisions will be required as a result of EPA's

Subtask	Deliverable	Due
		review of the data during the period identified in Task 1b.
b	Compiled dataset	10 working days after receiving written technical direction; but no later than 5 working days prior to the schedules as set forth in Task 1b.
c.	Final database	10 working days after receiving written technical direction; but no later than 5 working days prior September 30, 2021 for 2020 samples, and no later than five working days prior to September 30, 2022 for 2021 samples.

## VI. TRAVEL

EPA does not anticipate that any travel will be necessary to perform the tasks in the Performance Work Statement.

## VIII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
<b>Management and Communications:</b> The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR within 3-working days of occurrence.	EPA TOCOR will identify unreported issues.	Two or more incidents where the contractor: <ul style="list-style-type: none"> <li>Does not provide timely notification; or</li> <li>Created a severe adverse situation</li> </ul> will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of <b>Management</b> . Fewer than two incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
<p><b>Timeliness:</b> Data (Task 1) and databases (Task 4) shall be delivered in accordance with the schedule developed in the Contractor's proposal. After EPA accepts the final schedule in Task 1, it is unlikely that EPA will be willing to extend the schedule due to any factors under the contractor's control (e.g., to complete work under another contract).</p>	<ul style="list-style-type: none"> <li>• No more than 25% of the data for Task 1 shall be submitted more than 3 working days past the date in the accepted schedule.</li> <li>• None of the data for Task 1 shall be submitted more than 40 working days past the date in the accepted schedule.</li> <li>• No more than 10% of the revised databases (Task 4) shall be submitted more than 3 working days past the date in the accepted schedule.</li> <li>• No delays in submitting the final database (Task 4) by the "no later than" date in the PWS.</li> </ul>	<p>100% of the progress reports, data submissions, and databases will be reviewed by the EPA TOCOR monthly to compare actual delivery dates against those in the approved schedule from Task 1 and Task 4.</p>	<p>Unsatisfactory rating under the category of <b>Schedule</b> in CPARS when the contractor does not meet the measurable performance standards during the applicable period of performance.</p>
<p><b>Technical Effort:</b> The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NCCA QAPP, and the sediment chemistry method.</p>	<p>No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements of the QMP, NCCA QAPP, data templates, and sediment chemistry method.</p>	<p>100% of the data will be reviewed by the EPA TOCOR to identify noncompliance issues with the QMP, NCCA QAPP, and sediment chemistry method.</p>	<p>Unsatisfactory rating under the category of <b>Quality</b> in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00003		See Block 16C		PR-OW-20-00367			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0141			
				10B. DATED (SEE ITEM 13)			
				06/13/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.216-22						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to exercise one Option "A" quantity options for an (b)(4) to line item 0001, which increases the ceiling for line item 0001 from (b)(4). This also increases the number of samples on line item 0002 from (b)(4). This modification provides funding in the amount of (b)(4) for the exercised options, which fully funds the task order ceiling of (b)(4). This modification also changes the Contract Specialist from Nicholas Bisher to Amanda Toole and changes the Contracting Officer from Nicholas Bisher to Sandra Stargardt-Licis. TOCOR: Hugh Sullivan Max Expire Date: 09/30/2022 Invoice Approver: Hugh Sullivan Alt Invoice App: Michelle Maier LIST OF CHANGES: Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		05/19/2020	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0141/P00003PAGE OF  
2 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification: Exercise an Option Total Amount for this Modification: \$0.00 New Total Amount for this Version: (b)(4) New Total Amount for this Award: \$920,000.00 Obligated Amount for this Modification: (b)(4) New Total Obligated Amount for this Award: (b)(4)</p> <p>Buyer changed from Nicholas Bisher to Amanda Toole</p> <p>Contracting Officer changed from Nicholas Bisher to Sandra Stargardt-Licis</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Quantity changed (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from (b)(4) Obligated Amount for this Modification: (b)(4)</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-MB Amount changed (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 19-E1-87FM-000B06XP1-4183-2087ME4011-002 Beginning FiscalYear 19 Ending Fiscal Year Fund (Appropriation) E1 Budget Organization 87FM Program (PRC) 000B06XP1 Budget (BOC) 4183 Job # (Site/Project) Cost Organization DCN-LineID 2087ME4011-002 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Continued ...</p>				



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0141/P00003

PAGE 3 OF 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-87FM-000B67-2505-2087ME4011-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000B67 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2087ME4011-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>CHANGES FOR LINE ITEM NUMBER: 4 Quantity changed (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Total Amount changed (b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 . All other terms and conditions remain unchanged.</p>				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1      2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P000004		See Block 16C		PR-OW-20-00667			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0141			
				10B. DATED (SEE ITEM 13)			
				06/13/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Bilateral - IAW FAR 52.232-22, Local Clauses EPA-B-32-101 Limitation of Funds						
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to deobligate FY 19/20 funding in the amount of (b)(4) and obligate FY 20/21 funding in the amount (b)(4) on Line Item 0001, which fully funds this task order.							
TOCOR: Hugh Sullivan Max Expire Date: 09/30/2022 Invoice Approver: Hugh Sullivan Alt Invoice App: Michelle Maier							
LIST OF CHANGES:							
Reason for Modification: Funding Only Action							
Total Amount for this Modification: \$0.00							
New Total Amount for this Version: (b)(4)							
New Total Amount for this Award: \$920,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		07/27/2020	
				(Signature of Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0141/P00004	2	2

NAME OF OFFEROR OR CONTRACTOR  
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-05HEL-000BJ7XF5-2505-1905HIX506-001 Amount changed (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-05HEL-000BJ7XF5-2505-2005HIX507-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 05HEL Program (PRC) 000BJ7XF5 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2005HIX507-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 . All other terms and conditions remain unchanged.</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1      2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00005		See Block 16C					
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: W136							
Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(X)		9A. AMENDMENT OF SOLICITATION NO.	
GREAT LAKES ENVIRONMENTAL CENTER, INC.							
Attn: William J Arnold						9B. DATED (SEE ITEM 11)	
739 HASTINGS STREET							
TRAVERSE CITY MI 496863458							
				X		10A. MODIFICATION OF CONTRACT/ORDER NO.	
						EP-C-16-008	
						68HERC19F0141	
						10B. DATED (SEE ITEM 13)	
						06/13/2019	
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
TOCOR: Hugh Sullivan Max Expire Date: 09/30/2022 Invoice Approver: Hugh Sullivan Alt Invoice							
App: Michelle Maier							
LIST OF CHANGES:							
Reason for Modification: Other Administrative Action							
Section I: Clause titled "Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2020)" is incorporated by reference.							
Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2020)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		09/08/2020	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0141/P00005	2	2

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The purpose of this modification is to incorporate the attached EPA blanket administrative modification signed by Raoul Scott on July 30, 2020. All other terms and conditions remain unchanged.</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 02/01/2020 to 09/30/2022</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE	OF	PAGES
2. AMENDMENT/MODIFICATION NUMBER		3. EFFECTIVE DATE 08/13/2020	4. REQUISITION/PURCHASE REQUISITION NUMBER		5. PROJECT NUMBER (If applicable)		
6. ISSUED BY Raoul D. Scott, Director OMS/ARM/OAS/Policy, Training and Oversight Division US Environmental Protection Agency, Mail Code 3802R 1200 Pennsylvania Avenue, NW Washington, DC 20004		CODE	7. ADMINISTERED BY (If other than Item 6)		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code)  To All EPA Contractors			<input checked="" type="checkbox"/> (X)		9A. AMENDMENT OF SOLICITATION NUMBER		
			<input type="checkbox"/>		9B. DATED (SEE ITEM 11)		
			<input checked="" type="checkbox"/> (X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER To all EPA Contracts and Orders		
			<input type="checkbox"/>		10B. DATED (SEE ITEM 13)		
CODE		FACILITY CODE					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;  
 or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input checked="" type="checkbox"/> (X)	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This contract/order is being modified in accordance with the applicability instructions in interim FAR Case 2019-009, and FAR 4.2105, requiring contracting officers to include FAR clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

See attached for the full text version of FAR 52.204-25. Contractor Acknowledgment of receipt required.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Raoul D. Scott, Director Policy, Training and Oversight Division	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  RAOUL SCOTT Digitally signed by RAOUL SCOTT Date: 2020.07.30 11:40:17 -04'00'	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Previous edition unusable

## **52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

As prescribed in 4.2105(b) and in the applicability instructions in interim FAR Case 2019-009, insert the following clause:

### **Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)**

(a) Definitions. As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.



(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.



(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00006		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0141			
				10B. DATED (SEE ITEM 13)			
				06/13/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.216-22						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to exercise one Option "A" quantity options for an (b)(4) to line item 0001, which increases the ceiling for line item 0001 from (b)(4). This also increases the number of samples on line item 0002 from (b)(4). This modification provides funding in the amount of (b)(4) for the exercised options, which fully funds the task order ceiling of (b)(4). TOCOR: Hugh Sullivan Max Expire Date: 09/30/2022 Invoice Approver: Hugh Sullivan Alt Invoice App: Michelle Maier LIST OF CHANGES:							
Reason for Modification: Supplemental Agreement for work within scope							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		02/26/2021	
				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0141/P00006PAGE OF  
2 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount for this Modification: \$0.00</p> <p>New Total Amount for this Version: (b)(4)</p> <p>New Total Amount for this Award: \$920,000.00</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from (b)(4) (b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-MB Amount changed (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000B67-2505-2187ME4009-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000B67 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4009-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-05HEL-000BJ7XF5-2505-2105HIX501-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 05HEL Program (PRC) 000BJ7XF5 Budget (BOC) 2505 Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0141/P00006PAGE OF  
3 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Job # (Site/Project) Cost Organization DCN-LineID 2105HIX501-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711  CHANGES FOR LINE ITEM NUMBER: 2  Quantity changed from (b)(4)  CHANGES FOR LINE ITEM NUMBER: 3  Total Amount changed from (b)(4)  CHANGES FOR LINE ITEM NUMBER: 4  Quantity changed from (b)(4)  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 All other terms and conditions remain unchanged.				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1      2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00007		See Block 16C		PR-OW-22-00075			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0141			
				10B. DATED (SEE ITEM 13)			
				06/13/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	Bilateral - Mutual Agreement of the Parties						
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to: (1) Revise the Performance Work Statement in accordance with Attachment 1; and (2) Extend the Period of Performance end date from 9/30/22 to 3/31/2023 at no additional cost to the government.							
TOCOR: Hugh Sullivan Max Expire Date: 03/31/2023 Invoice Approver: Hugh Sullivan Alt Invoice App: Michelle Maier							
LIST OF CHANGES:							
Reason for Modification: Supplemental Agreement for work within scope							
Period Of Performance End Date changed from 30-SEP-22 to 31-MAR-23							
Maximum Potential Expiration Date changed to: 03/31/2023							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		11/15/2021	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0141/P00007	2	2

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 03/31/2023 All other terms and conditions remain unchanged.				

**Performance Work Statement (PWS)  
Technical Support for National Aquatic Resource Surveys (NARS 2)  
Task Order # 68HERC19F0141**

**TITLE: National Coastal Condition Assessment 2020: Sediment Chemistry, Grain Size and Total Organic Carbon (TOC) Analysis**

**A. EPA PERSONNEL**

**Task Order Contracting Officer Representative (TOCOR):**

Name: **Hugh Sullivan**  
Office: EPA/OW/OWOW/WRAPD/MAB  
Address: 1200 Pennsylvania Ave, NW MC: 4503T  
Telephone: 202 564-1763  
E-mail: [Sullivan.hugh@epa.gov](mailto:Sullivan.hugh@epa.gov)

**Alternate Task Order Contracting Officer Representative (Alt TOCOR):**

Name: **Danielle Grunzke**  
Office: EPA/OW/OWOW/WRAPD/MAB  
Address: 1200 Pennsylvania Ave, NW MC: 4503T  
Telephone: 202-566-2876  
E-mail: [Grunzke.danielle@epa.gov](mailto:Grunzke.danielle@epa.gov)

**B. ESTIMATED PERIOD OF PERFORMANCE**

February 1, 2020 through ~~September 30, 2022~~March 31, 2023

**C. TASK ORDER TYPE**

Firm Fixed Price

**I. BACKGROUND:**

The U.S. Environmental Protection Agency (EPA), states and other partners are implementing an environmental assessment of estuarine and nearshore Great Lakes waters (including connecting channels) as part of the National Coastal Condition Assessment (NCCA). The NCCA repeats statistically-based surveys of coastal marine systems and the Laurentian Great Lakes at 5-year intervals. The NCCA is designed to provide information on the extent of coastal waters that support healthy biological condition and recreation, and to estimate the spatial extents of major stressors of coastal systems. Status and trends data provide insights into whether the ecological condition of these systems has improved. Consistent sampling and analytical procedures ensure that EPA can compare the results across the systems and over time. During the summer of 2020, EPA and partners will implement the 6<sup>th</sup> national assessment collecting data at more than 1000 sites. Pilot testing and smaller projects are possible in 2021. Additionally, as a result of Covid 19 restrictions, delayed sampling from 2020 is occurring in 2021 and 2022. Field protocols are detailed in the NCCA Field Operations Manual (FOM; US EPA 2020 DRAFT). Laboratory analysis will follow the protocols in the NCCA Lab Operation Manual (LOM; US EPA 2020 DRAFT) and NCCA Quality Assurance Project Plan (QAPP; US EPA 2020 DRAFT). This Task Order describes

laboratory support for sediment chemistry analysis. Under the NCCA program, states and tribes can elect to use their own laboratories or to send samples to the EPA contract lab. Partners may also choose to add sites to the NCCA draw increasing the potential number of samples. At some sites, particularly in the Great Lakes, crews may not be able to collect sediment due to hard pan or other substrate issues. Considering these possibilities, EPA estimates that the contractor will receive a minimum of 500 samples for processing. To allow for the potential of additional coastal samples collected by the surveys or other small projects, the task order contains options for EPA to order up to another 1000 samples (8 options of 100 samples; and 4 options of 50 samples) for a total of 1500 samples during the period of performance possible.

EPA is requiring the contractor to use the analytical methods identified in the table below for the NCCA 2020.

<b>Storage Requirements</b>	<b>Type</b>	<b>Method</b> (any laboratory variation of the following methods are acceptable)
Freeze samples with maximum of -20°C	Metals (except mercury)	Extraction: EPA method 3051 1A Analysis: EPA method 6020
	Mercury	EPA method 245.7
	PCBs, Pesticides, PAHs	Extraction: EPA method 3540C Analysis: EPA method 8270D
	TOC	USEPA Method 9060
Refrigerate at 4°C do not freeze)	Grain Size	Any method that reports the determination as percent silt, clay, sand and meets QA/QC requirements

Using the appropriate version of the required methods, the contractor shall report the results for the parameters listed in the LOM. To provide a rough estimate of maximum values that the contractor might observe in the results under this task order, the LOM identifies the maximum concentration observed across the NCCA 2010 and 2015 data. If the EPA accepts more lenient method detection limits (MDL), accuracy and precision targets in the contractor's proposal, EPA will incorporate them into the NCCA documents after award of the task order. Consequently, after award of the task order, the contractor cannot claim the values to be proprietary. (EPA will not change any requirement to be more stringent than what is identified in the LOM). When analyzing EPA's samples, the contractor must adhere to the specifications in the LOM.

Before the laboratory submits the batch data to EPA, the analyst who generated the data and an experienced data reviewer must independently check and review the data, as follows:

- The analyst shall review the data to ensure that:
  - Sample preparation information is correct and complete
  - Analysis information is correct and complete



- The appropriate method and standard operating procedures were followed
- Analytical results are correct and complete
- Quality control samples were within established control limits
- Blanks were within the appropriate Quality Control (QC) limits
- Documentation is complete
- The data reviewer shall review the data package to verify that:
  - Calibration data are scientifically sound and appropriate
  - QC samples were within established guidelines
  - Qualitative and quantitative results are correct
  - Data spreadsheet conforms to EPA data template requirements
  - Documentation is complete

Accompanying all data submission for each batch, the laboratory shall provide a short narrative that includes the following information:

- Project summary referencing the batch QC identification number, total number of samples in the batch and their sample numbers, and the analytical methodology used for analysis;
- Discussion of any protocol deviations that may have occurred during sample testing;
- Discussion of QC questions that were encountered and the corrective measures taken;
- Definitions of any laboratory QC codes used in the data;
- Summary and discussion of samples that are diluted by the presence of an interference, non-target analyte, or target analyte; and
- List of QC samples not achieving established MDL, accuracy or precision control targets or limits required by laboratory internal analytical Standard Operating Procedures (SOPs), a brief explanation of corrective procedures attempted, and if applicable, why targets could not be reached.

Once or twice during the performance period, the External QC Coordinator (either an EPA staff member or a contractor external to this PWS) will provide one or two identical sets of Performance Evaluation (PE) samples to all participating laboratories. Each set will contain up to five PE samples. As determined by the External QC Coordinator, the PE samples may be synthetic; aliquots of additional samples collected at NCCA sites; or reference samples obtained from an organization such as the National Institute of Standards and Technology. Each laboratory will analyze the PE samples following the same procedures used for the other samples analyzed under this task order. The External QC Coordinator will compare the results to the expected value and determine consistency between laboratories (e.g., determine if one laboratory is consistently higher or lower than all others). The results of the interlaboratory comparisons shall be made available to the EPA TOCOR for review. Based upon the evaluation, the External QC Coordinator may request additional information from one or more laboratories about any unique laboratory practices that might account for differences among them, and may convene a conference call with all participating labs (contractor and state) to identify causes of and if possible, reconcile those differences.

## **II. PURPOSE**

The purpose of this task order is to determine concentrations of grain size, contaminants, and other chemical constituents (see LOM) in sediment samples collected for the NCCA 2020, related intensifications and/or pilot studies. The types of support required for this project include technical support, sample analyses, transmittal of the results in database format, and a revised database at the conclusion of quality control procedures.

### **III. GOVERNMENT FURNISHED INFORMATION**

EPA will arrange for delivery of the samples to the laboratories.

The following documents are references for the task order. They are in the NCCA 2020 Task Order Information folder located at:

[https://usepa.sharepoint.com/sites/OW\\_Community/nars/layouts/15/start.aspx#/Contracts/Forms/AllItems.aspx](https://usepa.sharepoint.com/sites/OW_Community/nars/layouts/15/start.aspx#/Contracts/Forms/AllItems.aspx).

- NCCA Laboratory Operations Manual (LOM; US EPA 2020).
- NCCA Field Operations Manual (FOM; US EPA 2020)
- NCCA Quality Assurance Project Plan (QAPP; US EPA 2020)

As they become available, the EPA TOCOR will provide the contractor with revisions of relevant documents.

### **IV. GENERAL REQUIREMENTS**

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

#### **1. Deliverables (see Contract PWS B.1)**

Memoranda shall be placed on company letterhead and the subject line shall include the phrase “EPA Contract #, Task Order #”.

The contractor shall name all electronic files using a logical abbreviation for the name of the document (e.g., TO#Data), the contractor name, and the date of edits to assist in version control (ex: TO14Data\_ LABNAME\_2020\_12\_02).

The contractor shall use EPA’s templates for reporting the results of the laboratory procedures for the NCCA samples. For any other database or spreadsheet submitted to EPA, the contractor must provide metadata that, at a minimum, identify the fields recorded for each sample, define the codes used for the field, and include the version number and date. The contractor must ensure that all sample results are linked to the correct corresponding EPA site ids and sample ids when submitted.

The contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

## 2. Identification at Meetings/Teleconferences (see Contract clause B.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

3. The contractor shall follow the provision of EPA prescription 1523.703-1, acquisition of environmentally preferable meeting and conference services (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2. 101, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this TO is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

4. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

## **V. SCOPE OF WORK**

The contractor shall provide laboratory support for the analysis of sediment samples as described in the following tasks.

### **Task 1. Task Order Management and Monthly Progress Reports** (See Contract Attachment 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work.

- a. Teleconferences: The contractor, and its laboratories, shall participate in EPA's teleconferences about laboratory procedures for receiving, storing, tracking, analyzing, and reporting sediment chemistry samples and results. Prior to the shipping of the first samples in each sampling year, EPA will coordinate and facilitate 1-3 teleconference calls, each to last approximately 1 hour, to review the laboratory method, laboratory

reporting limits and how they are determined, required reporting elements, data templates, and the relevant requirements in the QAPP. Prior to the first conference call, the contractor shall provide a narrative describing how reporting limits are calculated. Additional teleconferences may be scheduled if discrepancies are noted upon interlaboratory comparison of PE samples. The participants will include EPA, the contractor's laboratories, subcontract laboratories, and potentially, State laboratories. If EPA conducts multiple teleconferences (e.g., due to State laboratory personnel availability), the contractor shall participate in all calls because different issues may arise that would require feedback from the contractor. The goal of the teleconferences is to ensure consensus on the analytical procedures and a schedule for sample processing and reporting. The agenda will include review of the:

- i. QAPP
- ii. LOM
- iii. Data template
- iv. Standard Operating Procedures (SOPs)

- b. Plan and Schedule (note, EPA is not requesting an updated plan and schedule based on the revisions in Task 4 for this modification; see Task 4 for changes/additions to data delivery):

The plan shall describe the contractor's procedures for managing samples throughout the different stage (e.g. delivery to the laboratory sample preparation measurement of contaminant ; results reported to EPA). The plan shall include a schedule that:

Assumes that EPA will exercise all options (i.e. the plan should address processing time and scheduling on 1500 samples) assuming 100 samples come in 2021 (this may change)

Specifies preferred number of samples and timing of when the batch laboratory should deliver the sample to the contractor. In developing the delivery schedule, consider:

- 1. Because few crews sample early in the season (e.g. May and early June), the batching lab would have relatively few samples to ship to the laborator .
- 2. It is not desirable to have many samples at the batching laboratory for a long time. EPA also intends to close the batching laboratory relatively soon after the field season ends (e.g., November2020; November 2021).
- iii. Projects the number of samples in each of the stages in a given period of time (e.g., monthly, quarterly);
- iv. Completes all laboratory analysis and related activities from the 2020 field season by no later than June 1, 2021; and at analyses of all samples from the 2021 field season by June 1, 2022; and
- v. Responds to EPA's data questions from samples collected in 2020 by September 30, 2021 and for samples collected in 2021, responds to EPA's data questions by September 30, 2022.

the contractor shall review and if appropriate expand upon and/or confirm the plan submitted with the proposal.

- c. Status Summaries: Prior to delivering the progress report, the contractor shall provide monthly status summaries. The monthly status report shall match the time period covered by the progress report. The contractor shall provide Excel spreadsheets with the monthly status reports that include:
- i. The number of samples received by the laboratory (cumulative total and number received during that reporting cycle). If EPA conducts an external QC review and/or collects field blanks, they shall be considered “samples” for the purpose of invoicing, scheduling, and reporting. However, EPA considers the Quality Assurance/Quality Control (QA/QC) requirements (e.g., blank tests, sample retests due to QC failures) to be part of the sample analyses and shall not pay any additional costs associated with such activities.
  - ii. The number of samples for which the laboratory has finished each of the analysis stages (cumulative total and number completed during that reporting cycle).
  - iii. The number of samples for which the laboratory has submitted complete data (for that sample) to EPA (cumulative total and number submitted during that reporting cycle).
  - iv. Percent capacity reached in the contract (i.e. number of sample results delivered compared to the maximum number specified in task order when all quantities are exercised); and percent capacity of samples ordered or ‘exercised’ (i.e. number of samples results delivered compared to the number of samples included in exercised quantities).
  - v. Data for the samples processed, or revised, since the previous summary. The contractor shall report the data using EPA’s data template, updated with the new and revised data. In addition to the sample data, the monthly excel spreadsheet deliverables must include the results and any data flags for all QC samples including blanks, standards, controls, spikes, and duplicates. The contractor shall also provide a separate case narrative (e.g., emailed Word or pdf file) for the EPA TOCOR to review with the data. When reviewing invoices, the EPA TOCOR will only consider the sample data to be complete, if the data deliverable includes results for all analytes for all samples, the entire batch of samples, the relevant QC data (i.e., data flags and results for blanks, standards, controls, etc.) and QC requirements have been achieved. The EPA TOCOR will approve payment for those samples for which:
    - 1. Results are reported for all required analyses
    - 2. Results are reported for all required batch QC samples (blanks, spikes, duplicates, standards, etc.) for the batch in which the sample was analyzed, as required by the QAPP and LOM.
    - 3. Batch QC results are within limits required by the QAPP and LOM.The TOCOR will not approve payment for sample results reported for batches that fail to meet QC requirements. In an effort to avoid returned invoices, the contractor shall notify the EPA TOCOR of any unresolved batch QC failures as soon as possible.

- vi. Provide a simple list of the invoice samples with sample #, site ID, sample ID and visit number. The TOCOR will compare the list with the NCCA master list of samples to verify that every sample has been invoiced one time.
- d. **Monthly Progress Reports and Financial Reports:**  
The contractor shall provide a progress and financial report each month that reflects and itemizes the costs in the corresponding invoice.
  - i. The contractor shall provide a progress report each month that includes project status; expenditures to date; number of samples in each processing stage compared to the contractor's plan/schedule; unexpected problems or concerns, including with quality assurance; lessons learned; QA/QC activities; and next steps. The contractor shall prepare and submit the monthly progress reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
  - ii. The contractor shall prepare and submit the financial reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
  - iii. For the sample analyses completed during the month and billed in the invoice, the financial report shall identify the sample using the correct corresponding EPA assigned site identification and sample identification codes.
  - iv. For the month in which the contractor delivers the final database for Task 4, the contractor shall include the costs for Task 4.
- e. **Issues Requiring EPA Resolution:** The contractor shall immediately notify the EPA TOCOR of any unexpected problems or concerns, including but not limited to issues with QA/QC, and recommend remedies or corrective actions. Upon receiving written technical direction from the EPA TOCOR, the contractor shall revise its schedule in the technical proposal and respond to any additional comments/concerns from the EPA TOCOR following submission of the revised plan. The contractor also shall include problems and concerns in the monthly progress report.

**Deliverables and Schedule under Task 1:**

<b>Subtask</b>	<b>Deliverable</b>	<b>Due</b>
a.	Teleconferences, including copies of SOPs.	Date/time per technical direction from EPA TOCOR based upon contractor's recommended dates/times.
b	Plan and Schedule (expanded or confirmation that original is correct)	Within 2 months of award
c.	Status updates with data in spreadsheet and case narrative	Monthly
d	Progress and financial reports in electronic format	Monthly

<b>Subtask</b>	<b>Deliverable</b>	<b>Due</b>
e.	Email notifying TOCOR of unexpected unresolved problems and proposed resolution.	Immediately when issue identified.
e.	Revised technical plan and schedule request (as needed)	Revisions within 5 working days per written technical direction and/or within 5 days of comments from TOCOR.

## **Task 2. Quality Assurance (Contract PWS B.3)**

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan (QMP) incorporated into this NARS contract;
- NCCA QA documents - describe how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
  - Quality Assurance Project Plan (QAPP)
  - Laboratory Operations Manual (LOM)

The NCCA 2020 quality documents will evolve throughout the task order. The contractor shall notify the EPA TOCOR immediately if it identifies areas where its previous activities are not consistent with the revisions made to the QAPP and LOM. The EPA TOCOR will determine whether any modifications to the contractor's previous activities will be necessary, which may require a modification to the task order by the EPA Contracting Officer (CO).

- a. The contractor shall demonstrate a commitment to adhere to the QAPP. The contractor's Quality Assurance Official (QAO) and each laboratory's QAO shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" in the introductory section of the QAPP. The contractor shall distribute the version of the QAPP and LOM available at award of the task order, and any additional revisions approved by the EPA QAO, throughout the contractor's organization, including subcontractors and consultants. If EPA distributes an updated version of the QAPP or LOM and states that it contains a "significant change," relevant to sediment chemistry, the contractor shall acknowledge, in writing (e.g., email), that it has received and distributed the revised document to the appropriate personnel, and that if necessary, changes will be

implemented. If the contractor determines that changes to the LOM or QAPP will impact the cost of analyses or exceeds the scope of the task order, they shall notify the TOCOR immediately.

- b. The contractor shall demonstrate its implementation of QA/QC in performing the other tasks in this Performance Work Statement. The contractor shall provide EPA with documentation of its QA activities as follows:
  - i. Standard Operating Procedures (SOPs) and any other quality assurance documentation developed or adopted by the contractor's laboratory for use in performing the required analyses.
  - ii. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
  - iii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report.
- c. The contractor shall demonstrate its ability to conform to NCCA measurement quality objectives. The contractor shall at a minimum, ensure that the data meet the measurement quality objectives in the QAPP.

**Deliverables and Schedule under Task 2:**

Subtask	Deliverable	Due
a.	Completed Signature page "Review & Distribution Acknowledgment and Commitment to Implement" of the QAPP.	No later than 5 working days after effective date of task order or 5 working days after receiving the EPA approved QAPP if not approved at award date
	Email acknowledgement of receipt of QAPP_or LOM with "significant change"	No later than 10 working days after receiving the revised document from EPA.
b.	Laboratory SOPs  Notification to EPA of SOP modification.	No later than 5 working days after effective date of task order. If the laboratory modified the SOPs during the performance period, provide the final versions 5 working days before the end of the performance period. Otherwise, provide an email stating that the



Subtask	Deliverable	Due
		SOPs have remained unchanged throughout the task order.
	Documentation of QA activities	With deliverables
	Monthly reports of QA activities during months when samples are delivered and/or processed	With monthly progress report

### **Task 3. Sediment Analyses (Contract PWS B.3., C.4)**

The contractor shall strictly follow all procedures specified for sediment chemistry (including TOC and grain size) sample processing and analyses in the QAPP and LOM as detailed in the LOM. If the contractor identifies a situation requiring modification of analytical procedures or SOP, the EPA TOCOR must approve the modification before the contractor can implement the change. Contracting Officer approval is required in writing for any change that potentially affect the costs (decrease or increase), scope and/or period of performance.

In addition to the delivery of data addressed in Task 1, the contractor shall provide the deliverables resulting from the following activities:

- a. Log each sample and record the condition of the sample into the NARS Information Management (IM) provided spreadsheet and email to NARS IM; contact information will be provided by TOCOR before sampling begins) within 24 (clock) hours of the sample arriving at the laboratory. If the sample does not arrive when expected, the contractor shall immediately notify the EPA TOCOR or her designee.
- b. The laboratory shall retain:
  - The sample materials, including vials, until the date EPA publishes the NCCA 2020 data publicly or the contractor is notified to dispose of the materials in written technical direction from the TOCOR. During this time, the laboratory shall freeze the materials at the temperature specified in its laboratory method. The laboratory shall periodically check the sample materials for degradation.
  - Original records, including laboratory notebooks and instrument logs, for a minimum of ten (10) years from date that EPA publishes the final data publicly.
- c. If EPA or the contractor determines that the transfer of samples or records to another location is necessary, EPA will make separate arrangements (e.g., task order modification) with the contractor for any necessary photocopying, packaging, and shipping expenses. Otherwise, at the end of the retention period, the contractor shall follow its internal protocols for disposal.

- d. Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

#### **Deliverables and Schedule under Task 3:**

<b>Subtask</b>	<b>Deliverable</b>	<b>Due</b>
a.	Sample logged into NARS IM system	Within 24 (clock) hours of sample receipt
a.	Email identifying missing sample	Immediately if sample does not arrive when expected
b.	Access to samples	Upon EPA TOCOR's written request.
c.	Access to laboratory notebooks	Upon EPA TOCOR's written request.

#### **Task 4. Final Database (Contract PWS B.1, B.3, C.4)**

- a. The contractor shall provide revised and final databases for the results of the sediment chemistry analyses from samples collected in 2020 as described in Task 1b. The contractor shall provide:
- Responses to EPA's questions about the sample and QC data, as conveyed by the EPA TOCOR's technical direction.
  - Revised databases that incorporate changes based upon EPA's review of the data and identified by the EPA TOCOR's technical direction.
  - Final database that incorporates revisions identified by the EPA TOCOR's technical direction.
- b. For samples collected in 2021, the contractor shall provide a compiled dataset inclusive of the 2020 samples by June 1, 2022 and will answer EPA questions in July and August. The contractor shall provide a final dataset that incorporates revisions identified by the EPA TOCOR no later than September 31, 2022.
- c. For samples collected in 2022, the contractor shall provide a compiled, but separate dataset by January 31, 2023 and respond to EPA questions during February and early March. The contractor shall provide a final dataset that incorporates revisions identified by the EPA TOCOR no later than March 15, 2023.
- ~~b. For samples collected in 2021, the contractor shall provide a compiled dataset and shall answer EPA questions as described in Task 1b.~~

#### **Deliverables and Schedule under Task 4:**

<b>Subtask</b>	<b>Deliverable</b>	<b>Due</b>
a.i	Email with responses to data questions	1-5 working days per technical direction
a.ii and b.	Revised database	10 working days after receiving the EPA TOCOR's technical direction. The contractor shall assume that five revisions will be required as a result of EPA's

Subtask	Deliverable	Due
		review of the data during the period identified in Task 1b.
b	Compiled dataset	10 working days after receiving written technical direction; but no later than 5 working days prior to the schedules as set forth in Task 1b <u>for 2020 samples and by June 1, 2022 for 2021 samples</u>
<u>c</u> and b.	Final database (2020 and 2021 samples)	10 working days after receiving written technical direction; but no later than 5 working days prior September 30, 2021 for 2020 samples, and no later than five working days prior to September 30, 2022 for 2021 samples.
c	<u>Compiled dataset (2022 samples)</u>	<u>10 working days after receiving written technical direction but no later than January 31, 2023.</u>
	<u>Final dataset (2022 samples)</u>	<u>10 working days after receiving written technical direction but no later than March 15, 2023</u>

## VI. TRAVEL

EPA does not anticipate that any travel will be necessary to perform the tasks in the Performance Work Statement.

## VIII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
<b>Management and Communications:</b> The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR within 3-working days of occurrence.	EPA TOCOR will identify unreported issues.	Two or more incidents where the contractor: <ul style="list-style-type: none"> <li>Does not provide timely notification; or</li> <li>Created a severe adverse situation</li> </ul> will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of <b>Management</b> . Fewer than two incidents where the contractor does not meet the measurable

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
resolving the issues or mitigating their impacts.			performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.
<b>Timeliness:</b> Data (Task 1) and databases (Task 4) shall be delivered in accordance with the schedule developed in in the Contractor's proposal. After EPA accepts the final schedule in Task 1, it is unlikely that EPA will be willing to extend the schedule due to any factors under the contractor's control (e.g., to complete work under another contract).	<ul style="list-style-type: none"> <li>• No more than 25% of the data for Task 1 shall be submitted more than 3 working days past the date in the accepted schedule.</li> <li>• None of the data for Task 1 shall be submitted more than 40 working days past the date in the accepted schedule.</li> <li>• No more than 10% of the revised databases (Task 4) shall be submitted more than 3 working days past the date in the accepted schedule.</li> <li>• No delays in submitting the final database (Task 4) by the "no later than" date in the PWS.</li> </ul>	100% of the progress reports, data submissions, and databases will be reviewed by the EPA TOCOR monthly to compare actual delivery dates against those in the approved schedule from Task 1 and Task 4.	Unsatisfactory rating under the category of <b>Schedule</b> in CPARS when the contractor does not meet the measurable performance standards during the applicable period of performance.
<b>Technical Effort:</b> The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NCCA QAPP, and the sediment chemistry method.	No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements of the QMP, NCCA QAPP, data templates, and sediment chemistry method.	100% of the data will be reviewed by the EPA TOCOR to identify noncompliance issues with the QMP, NCCA QAPP, and sediment chemistry method.	Unsatisfactory rating under the category of <b>Quality</b> in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.